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CAREER SERVICE STRUCTURE

The CIA Career Council

The top career service group in CIA is the Career Council. It is composed of the three Deputy Directors, the Inspector General, the Director of Training and the Assistant Director for Communications. The Chairman is the Assistant Director for Personnel. This group recommends to the Director of Central Intelligence major or significant changes to Agency personnel policy. It exercises no command jurisdiction over the separate career boards spread around the Agency.

The Administration Career Board

This group is composed of the several DD/A office heads, plus a rotating member to represent the miscellaneous staffs (e.g., Audit, Management, General Counsel). In addition, the ☐ DD/P is a full voting member because so many of the people under the jurisdiction of the Board are assigned within the DD/P organization. Mr. H. Gates Lloyd is Chairman of the Board. The Board serves to advise the Deputy Director (Administration) on all career service matters. The Board itself makes no decisions; all decisions are made by Colonel White as the Chief of the Administration Career Service. Each of the DD/A members of this Board (except the rotating member) is also the head of his own Career Service (e.g., the Logistics Career Service). Therefore, the Administration Career Board acts as a senior advisory board to control the policies and activities of the junior career services centered in the DD/A organization (see below).

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The Logistics Career Board

This group is composed of the most senior officials in the Logistics Office. The senior DD/P Logistics man also attends their meetings, since a fair number of employees under the jurisdiction of this Board are assigned to the DD/P organization. The Board advises Mr. Garrison (the head of the Logistics Career Service) on all personnel and career service matters. Thus, the Logistics Career Service is wider in authority than the Logistics Office, since it embraces not only all employees of the Logistics Office but also all employees in DD/P who are engaged in logistics work. The decisions of the Logistics Career Board are subject, as necessary, to review by the Administration Career Board (the senior group) and to revocation, as necessary, by Colonel White in his capacity as Deputy Director (Administration), rather than as head of the Administration Career Service.

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The Security Career Board, the Medical Career Board, and the Budget and Finance (Comptroller) Career Board

Each of these groups is formed as indicated above for the Logistics Office, operates in the same manner, and is subject to the same control by Colonel White, with the advice of his Administration Career Board.

Glandestine Services Career Board Structure

Within the Glandestine Services the Career Boards (sometimes called Panels) are organized in a manner which is very similar to those of the DD/A groups. Within the DD/P organization the logistics employee is not under one of their Career Boards but rather is a member of the Logistics Career Service and is subject to the control of the Logistics Career Board as it advises the head of the Logistics Career Service. This is true, also, of other administrative employees in DD/P (e.g., finance officers, budget officers, security officers, mail and file supervisors, administrative Officers).

The Communications Career Board

This group is composed of senior officials of the Office of Communications and advises the AD/CO on all personnel and career service matters. It is different from the foregoing Career Boards, in that the Communications Career Service and the Office of Communications are identical units, and there is no need to distinguish between them. All personnel of the Communications Career Service are also assigned to the Office of Communications. Therefore, their operation is completely an internal one.

The Training Career Board and the Personnel Career Board

These Boards are the same as the Communications Career Board in organization and function. The Personnel Career Board, however, does have some of the employees for whom it is responsible assigned within the DD/P organization.

The Intelligence Production Career Board

This group is composed of the senior officials of the DD/I organization and is comparable to the Administration Career Board. The significant difference is that the subordinate Career Boards in the DD/I organization (e.g., OC Career Board, OOD Career Board) are completely self-contained units and none of the Career Boards within the DD/I organization have responsibility for any people assigned outside the DD/I complex.

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The Support Panel of the Administration Career Board

This group was created by the Administration Career Board to relieve it of considerable detailed work and to achieve greater standardization in the methods and procedures followed by the Administration Career Board and the other four administrative Career Boards. The Support Panel is composed of the Executive Secretaries of the five administrative Career Boards, and membership includes each of the Placement Officers from the Office of Personnel who directly support these Boards in their personnel activities. The Chairman of the Support Panel is the Executive Secretary of the Administration Career Board. A representative of the Career Management Staff, DD/P-Admin attends the meetings since such a significant portion of all personnel under the jurisdiction of the five administrative Career Boards are assigned within the DD/P organization.

The DD/A Clerical Career Board (This title will probably be changed)

This group was originally formed as a separate Career Board, to give better attention to the problems and to the career development of clerical personnel throughout the DD/A organization. It now appears that this will not be a true Career Board but rather will be a panel to advise the Administration Career Board and the other administrative Career Boards on the problems facing clerical and related personnel and on ways to achieve better utilization and career development of clerical personnel in order that their careers may be more worthwhile. It is probable that all clerical and related personnel in the Director's Office will also join this "Career Service." The group will plan ways to increase the assignment opportunities of clerical personnel by facilitating their movement between DD/A components and between the DD/A and DD/P organizations. A primary function of this group will be to identify the people in the clerical group who have the greatest potential for moving into the "professional" specialties (e.g., Finance Assistant, Logistics Assistant, Administrative Assistant). Once identified, these employees will be the subject of planning by this "Career Board" in order that they may be developed to move out of the clerical area. The Chairman of the Board has not yet been selected, but negotiations are underway to give the job to [] of the Director's Office. The group will receive technical guidance at all times from a Special Assistant to the Deputy Director (Administration), the Career Management Officer assigned to the DD/A office, and the senior DD/A Placement Officer, plus those Placement Officers who work with him.

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Summary

In effect, there are six senior Career Boards. Of these six, three have no subordinate Boards (i.e., Personnel, Communications, Training). The other three, which correspond to the Deputy Director level, do have subordinate Boards over which they can exercise control, and the actions of which they can review.

Who are the members of the Administration Career Service (employees who are under the jurisdiction of the Administration Career Board and whose service designation is "A")?

1. Everyone in the following offices:

DD/A
PAPS
Audit
General Counsel
Management Staff

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2. The general administrative, witting employees at ☐
(not, for example, a Supply Officer who would be under the Logistics Career Board).
3. Most employees of the Director's Office.
4. Those employees of other DD/A offices (e.g., Logistics) who are general Administrative Officers and Administrative Assistants.
5. Employees in the divisions, staffs, projects and overseas stations in the DD/P organization who are Administrative Officers and Administrative Assistants (not including specialized administrative employees such as Finance Officers - who would be under the Budget and Finance Career Board).

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